

Proposed New Regional Office Building

for the

Kansas Highway Patrol & Kansas Bureau of Investigation



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Site is 80 acres located in the city of Kechi, just north of K254 and between Rock Road and Woodlawn. Site is currently owned by KDOT and was previously used as a borrow pit for construction of K254. Site is presently vacant and has been platted for development.

Study completed April 2012

Prepared by Emig and Associates, Architects

with assistance from

Schwab-Eaton, P.A.

Executive Summary

A proposed building for the Kansas Highway Patrol and Kansas Bureau of Investigation has been programmed to contain approximately 22,000 SF. The proposed conceptual design is slightly under the programmed area at 19,987 SF, yet meets the programmed allocation of space and functionality for the two agencies.

The site development includes preparing a pad for the proposed building, parking lot, and access roads, along with mass grading to create road embankments for the frontage road and water retention ponds with spillway and culvert structures. Site development also includes extension of gas, water, sewer, electrical, and telephone utilities to the proposed building and to a future proposed KDOT building.

The estimated cost for site development is \$1,323,432 and has been estimated as if the work was contracted through the State's normal bid process. Alternatively, the mass grading for the road embankments and water retention pond could possibly be performed by KDOT which could significantly reduce the cost of the project by approximately \$892,642.

The estimated cost for the building construction is approximately \$2,351,635. Estimated cost for the building construction does not include interior furnishings or office equipment.

The estimated cost of design fees, Office of Facilities and Property Management Fees, and a 10% contingency for design is approximately \$716,639.

Total cost of the site development, building construction, fees and contingencies is \$4,391,705, assuming there is no contribution of work by KDOT.

All estimated costs are 2012 values and should be adjusted for inflation as time dictates.

This project should allow approximately two months to advertise and contract for architectural and engineering design, six months for design, two months for review and bidding, and fourteen months for construction.

Introduction

The Kansas Highway Patrol F Troop Regional Headquarters is presently located in a building at 45th and Hillside, just south of Kansas Highway 254 in north Wichita. The building is located on property owned by KDOT and is part of a complex that includes KDOT maintenance shops and offices. The KHP also has administrative and trooper offices in a building in Valley Center. The KHP has outgrown both buildings and believes their agency would be more productive and efficient in a new building designed specifically for their use. KDOT has tentative plans to occupy the building at 43rd and Hillside for KDOT offices if vacated by the KHP.

In October of 2011, the KHP, through the Division of Facilities Management hired the architectural firm of Emig and Associates to assist the KHP with space programming, conceptual design, and cost estimates for a proposed new regional headquarters building for F Troop, located in Sedgwick County. The Wichita Readiness Center was identified as the proposed site to locate the proposed building, however it was learned that the Readiness Center did not have available ground reserved for this project. Ground that had been assumed to be available was in fact, reserved for a large storm-water detention pond that has been excavated and completed.

Identification of an available site quickly focused on 80 acres owned by KDOT that is located just north of Kansas Highway 254, between Rock Road and Woodlawn, inside the city limits of Kechi. This parcel was purchased by KDOT with the idea of potentially housing the regional headquarters building for F Troop, along with KDOT offices and maintenance facilities.

The proposed site is bounded on the east by agricultural ground that is being developed into residential housing and possibly commercial development along the frontage road that runs generally east and west on the north side of Highway 254. The proposed site is bounded on the west by agricultural land that is slated for residential development. The proposed site has ground that is in the 100 year flood plain, and there is a portion of the site that was previously used as a landfill.

The proposed site has an area that was used as a borrow pit for the construction of Highway 254, and this area is currently being used as a waste area for wood chips from tree trimming operations. A small portion of the site is also used as a stockpile area for highway materials. Surface water drainage that flows from NE to SW has been considered in the design proposal, along with retention of water that will be generated by impervious surfaces that will include roofs and paving.

In general, the site is an excellent location for both the proposed KHP and KDOT facilities, with good visibility from Highway 254 and easy access to Highway 254 from the Rock Road exit. There is sufficient ground that is available for development and public utilities are generally available to the site.

The firm of Schwab-Eaton was contracted through the architect to prepare a conceptual grading concept for building and paved surfaces, along with general drainage and storm water retention, so that the infrastructure development of the site could be included in the project cost estimate.

Introduction, cont.

The drainage design of the site proved to be a challenging issue because there is surface water draining onto this site from two adjoining properties (east and south), and the pass-through of this drainage goes onto a third adjoining property (west). Also requiring study was the location and size of a storm water detention pond that dictated what area of the site would be available for a building pad for both the KHP/KBI building project and the future KDOT building project. The study of the site drainage issues were important because it identified development cost associated with the land parcel that could have otherwise been overlooked without the information presented by this preliminary study.

In mid-December of 2011, the KHP was approached by the KBI to determine if the project could also house the KBI Wichita Regional Offices, since the KBI is presently housed in inadequate facilities in Wichita and there could be some beneficial sharing of space and site amenities in a new facility for allied state agencies. The architect was requested to meet with the KBI and determine their space requirements and how those spaces would interact with the KHP in a building where agencies could share common space yet retain the security and separation of operations and records. In December of 2011 the architect met with both the KBI and KHP to gather information about the KBI space needs.

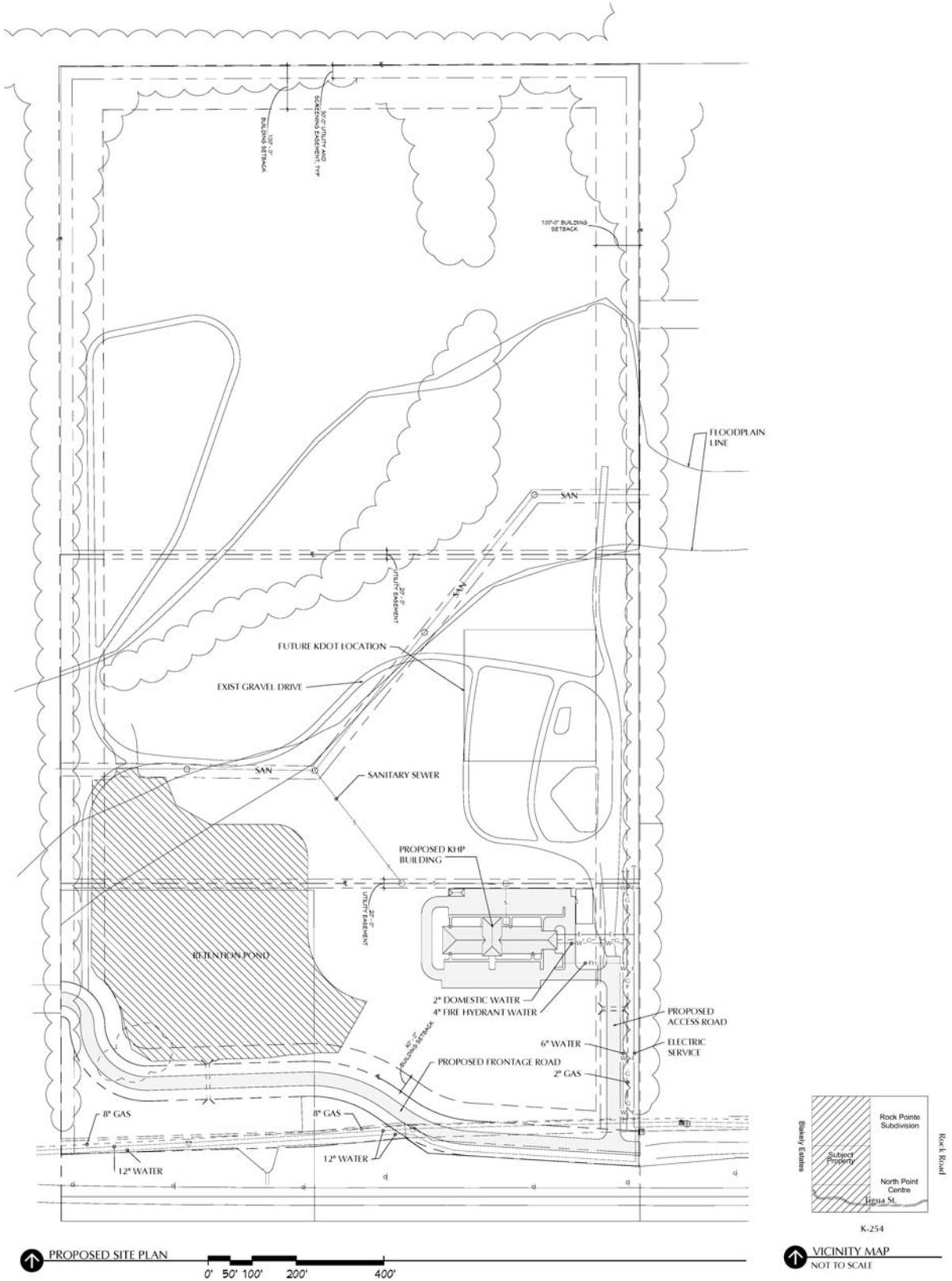
The architect worked simultaneously to develop the proposed square footage requirements, conceptual building design, and cost estimate for the proposed KHP & KBI Regional Headquarters Building. Drawings that illustrate the proposed site development and a conceptual design of the proposed building are included in this report, along with a cost estimate and summary of space needs.

Cost estimates are based on the construction market in the Spring of 2012, and should be adjusted for inflation as time dictates. The Kansas Office of Facilities and Property Management is projecting construction cost increases as follows:

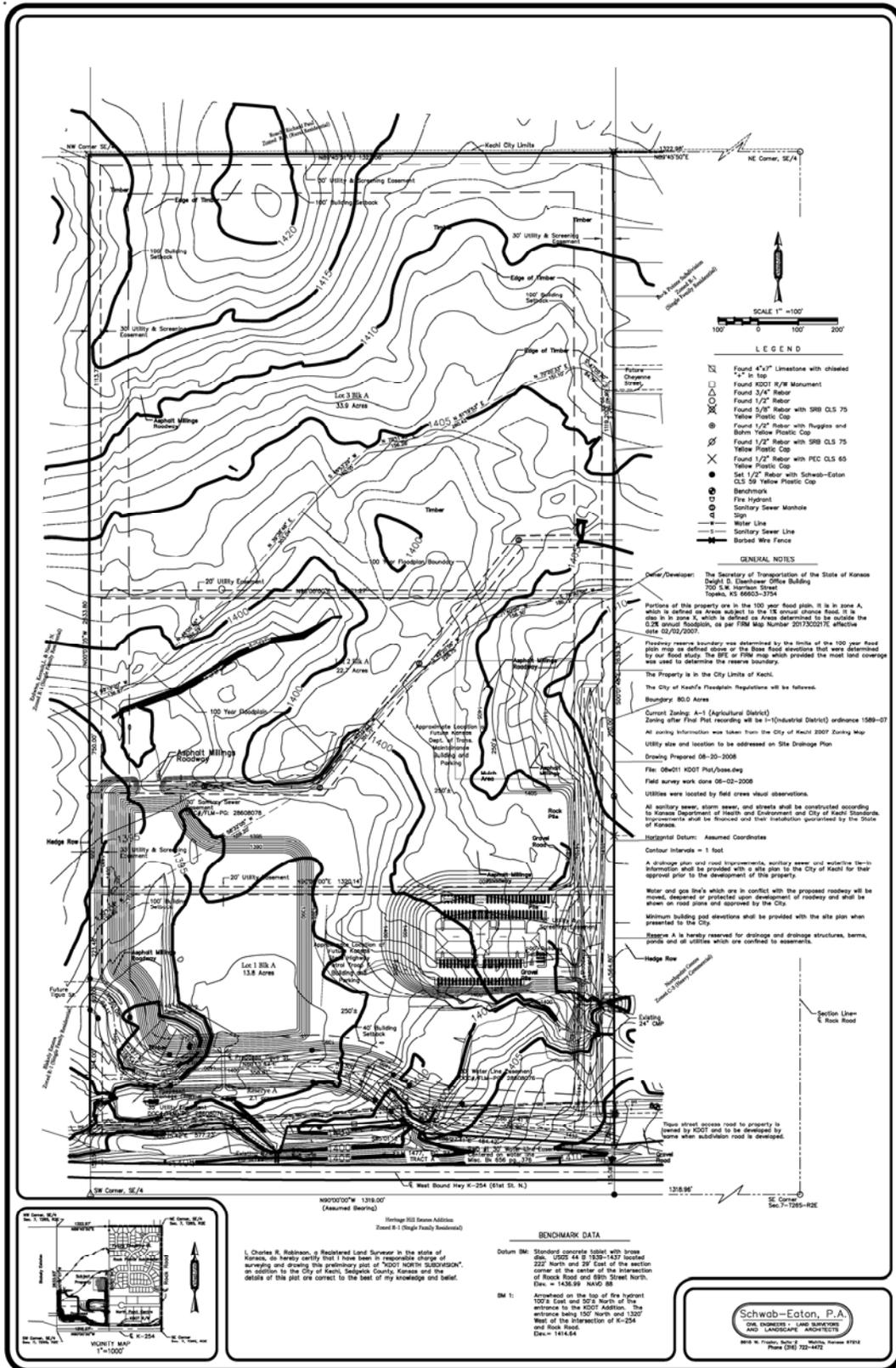
	Yearly Cost Projections From FY11
FY 2012	2.0 %
FY 2013	4.0 %
FY 2014	7.0 %
FY 2015	10.0%
FY 2016	12.0 %

Proposed New Regional Office Building for the KHP & KBI

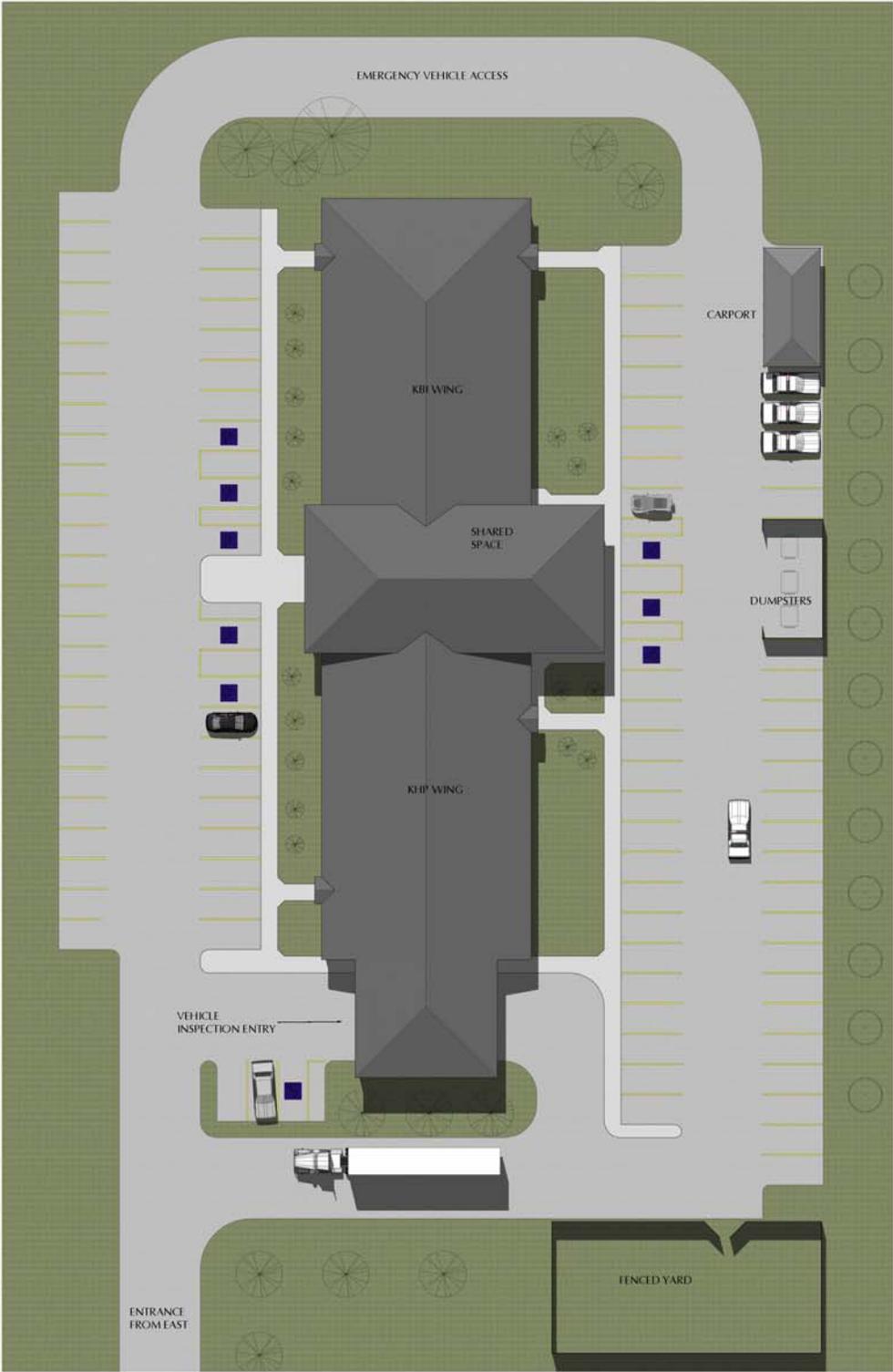
Proposed Site Plan



Proposed Site Drainage Plan



Enlarged Site Plan for Proposed KHP Building



ENLARGED PROPOSED SITE PLAN SITE PLAN

0' 8' 16' 32' 64'

Proposed New Regional Office Building for the KHP & KBI



Conceptual View from Southeast for Proposed KHP & KBI Building



Conceptual View from Southwest for Proposed KHP & KBI Building

Proposed New Regional Office Building for the KHP & KBI

Space Square Footage Summary

Space Description	Proposed Area	Proposed Parking Stalls	Max Occ
KANSAS HIGHWAY PATROL			
1 Captain's Office	168	1	3
2 Visiting Staff Office	168	1	3
3 Admin. Lt. Office	144	1	3
4 Admin. Specialist Area (3 staff + 3 guests)	500	6	9
5 Staff Meeting Room	360	0	15
6 Admin Spec. Supervisor's Office	144	1	3
7 Public Reception and Lobby	300	0	3
8 Admin. Staff Restrooms Men	130	0	2
9 Admin. Staff Restrooms Women	130	0	2
10 Admin Staff Workroom and Bulk Storage	250	0	1
11 Admin Staff Breakroom	200	0	1
11 Uniform Storage	180	0	
12 Bulk Evidence Vault	300	0	
13 Public Resource Office	144	1	1
14 Public Resource Storage	150	0	
15 Interview Room	150	0	3
16 Motor Vehicle Exam Garage	1400	2	5
17 MVE Lt. Office	120	1	3
18 MVE Trooper & Assistant (2 persons)	280	2	2
19 VIN Vault	80	0	
20 MVE Uni-sex Restroom	60	0	1
21 Bulk Exterior Storage	n/a	0	
22 Trooper Evidence Storage	360	0	
23 Trooper Storage & Supply	150	0	
24 Trooper Workstations (15)	1200	10	15
25 Field Lt. Supervisor	144	1	3
26 Field Lt. Supervisor	144	1	3
27 Field Lt. Supervisor	144	1	3
28 Field Lt. Supervisor (future)	144	1	3
29 Visiting Staff Supervisor	144	1	3
30 MO Sgt. Office	144	1	3
31 Armory	180	0	2
32 Back-up Dispatch	150	0	2
33 Trooper Breakroom	150	0	4
34 Trooper Restroom & Lockers, Men	260	0	4
35 Trooper Restroom & Lockers, Women	260	0	4
36 General Storage	250	0	
37 File Storage	250	0	
sub-total net usable KHP space	9432	32	
Stairs, corridors & walls @ 25% of net sub-total	2358		
sub-total gross SF for KHP	11790		
KANSAS BUREAU OF INVESTIGATION			
38 Reception & Lobby	120	4	4
39 Administrative Assistant	180	4	4
40 Workroom and Misc. Storage	250	0	1
41 Special Agent in Charge Office, Regional Manager	168	1	3
42 Special Agent in Charge Office	144	1	3
43 Agent's Offices (12)	1440	12	2
44 Analyst Office	120	1	3
45 Assistant Attorney General Office	144	1	3
46 Visiting Staff Office	144	1	3
47 Polygraph Suite	250	2	5
48 Wire Tap Room	120	0	2
49 Break Room	200	0	2
50 Open Case File Storage	150	0	
51 Secured Agent Evidence	400	0	
52 Secured Equipment Storage	200	0	
53 Meeting Room	360	0	15
54 Vehicle Storage	n/a	0	
sub-total net usable KBI space	4270	23	46
Stairs, corridors & walls @ 25% of net sub-total	1068		
sub-total gross SF for KBI	5338		
PROPOSED SHARED SPACE			
55 Multi-Purpose Meeting Room	2000	50	75
56 Public Restrooms Men	230	0	4
57 Public Restrooms Women	230	0	4
58 Custodial Closets	150	0	
59 Staff Physical Training & Maintenance	300	0	4
60 Internet, Telecom, Computer & Security Room	150	0	
61 Building Utility	500	0	
62 Elevator and lobbies	160	0	
63 Elevator Equipment	100	0	
sub-total net usable shared space	3820	50	288
Stairs, corridors & walls @ 25% of net sub-total	955		
sub-total gross SF for Shared Space	4775	105	
64 SUMMARY			
sub-total gross SF for KHP	11790		
sub-total gross SF for KBI	5338		
sub-total gross SF for Shared Space	4775		
TOTAL PROPOSED BUILDING SQUARE FOOTAGE	21903		

Estimate of Project Cost

Proposed Building for KHP and KBI March 2012

Summary

<u>Description</u>	<u>Price w/o KDOT Participation</u>	<u>Price w/ KDOT Participation</u>
General Site Development*	\$ 892,642	\$ -
Utilities	\$ 138,325	\$ 138,325
Building Dirt Work, Paving, Landscaping	\$ 292,465	\$ 292,465
Building	\$ 2,351,635	\$ 2,351,635
Subtotal	\$ 3,675,067	\$ 2,782,425
Design Contingency @ 10%	\$ 367,507	\$ 367,507
AEC Design Fees @ 8.5%	\$ 312,381	\$ 312,381
OFPM Fees @ 1%	\$ 36,751	\$ 36,751
Total Project Cost March 2012	\$ 4,391,705	\$ 3,499,063

All cost are based on 2012 values and should be adjusted for inflation as time dictates

*this work could be possibly be done 100% by KDOT

Appendix A— Individual Space Worksheets

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Captain's Office

User Profile

Commanding officer
Guests, up to two persons

Activities

Coordination, planning, & supervision of F Troop
Preparation of reports & correspondence

Time of Use

Normal business hours and beyond as required

Duration of Use

Varies with task and scheduling of Commanding officer

Frequency of Use

Daily

Equipment Requirements

Desk and chair
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer or docking station for laptop
Two guest chairs

Storage Requirements

None

Spatial Adjacencies

Easily accessible to Meeting Room and Admin Specialists Area
Easily accessible to Admin Lieutenant and visiting Staff Offices

Unique Environmental Considerations

Acoustical privacy from adjoining spaces

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Visiting Staff Office

User Profile

Visiting KHP staff

Guests, up to two persons

Activities

Review, planning, coordination of staff

Preparation of reports and correspondence

Time of Use

Normal business hours and beyond as required

Duration of Use

Varies with task and scheduling of visiting Staff

Frequency of Use

Varies

Equipment Requirements

Desk and chair

File cabinet, standard 4-5 drawer vertical unit

Book shelving, 9-12 LF

Desktop computer or docking station for laptop

Two guest chairs

Storage Requirements

None

Spatial Adjacencies

Easily accessible to Meeting Room and Admin Specialists

Easily accessible to Admin Lieutenant and Captain's Office

Unique Environmental Considerations

Acoustical privacy from adjoining spaces

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Administrative Lieutenant's Office

User Profile

Administrative officer
Staff or Guests, up to two persons

Activities

Coordination & supervision of Admin. staff
Preparation of reports & correspondence

Time of Use

Normal business hours and beyond as required

Duration of Use

Varies with task and scheduling of Administrative officer

Frequency of Use

Daily

Equipment Requirements

Desk and chair
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer or docking station for laptop
Two guest chairs

Storage Requirements

None

Spatial Adjacencies

Easily accessible to Meeting Room and Admin Specialists Area
Easily accessible to Admin Lieutenant and Captain Offices

Unique Environmental Considerations

Acoustical privacy from adjoining spaces
Visual access into Administrative Specialists Area

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Administrative Specialists Area

User Profile

Three administrative specialists' 1 for MVE, 1 receptionist, and 1 supply & order clerk
Office staff accessing copier/scanner & FAX
Guests waiting for appointments, up to three persons

Activities

Reception and interface with public
Clerical, filing, supply & ordering, and staff support
Production of reports and correspondence
Public guest waiting area

Time of Use

Normal business hours and beyond as required

Duration of Use

Occupied consistently during business hours

Frequency of Use

Daily

Equipment Requirements

Desk and chair for three Admin. Specialists
File cabinets, (5) standard 5 drawer vertical unit
Book shelving, 9-12 LF
(3) Desktop computers
Countertop for literature assembly, 8 LF
Copier/Scanner, FAX & Shredder
(3) Guest chairs

Storage Requirements

Paper, forms, office supplies for daily use

Spatial Adjacencies

Easily accessible to Admin. Specialist Supervisor
Easily accessible to Admin. Lt. Office
Controlled access to public reception & lobby

Unique Environmental Considerations

Visual access to public reception and lobby

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Staff Meeting Room

User Profile

Administrative staff and troopers
Visiting staff and/or guests

Activities

Group meetings, up to 15 persons
Video conferencing
Layout area for assembly of literature

Time of Use

Normal business hours and beyond as required

Duration of Use

Varies from several minutes to several hours

Frequency of Use

Daily

Equipment Requirements

Conference table and chairs for 10, side chairs for another 5
Retractable projection screen
Overhead projector with wireless connection to laptop
Bar sink
Under counter refrigerator

Storage Requirements

6 LF of base storage cabinets and countertop
3LF of wall storage cabinets

Spatial Adjacencies

Easily accessible to all Administrative Offices
Easily accessible to Admin. Specialist Area
Controlled access from public reception

Unique Environmental Considerations

Acoustical privacy from adjoining spaces

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Admin. Specialist Supervisor Office

User Profile

Admin. Specialist Supervisor
Staff, up to two persons

Activities

Coordination, supervision, and scheduling work of Admin Specialists
Maintaining files

Time of Use

Normal business hours and beyond as required

Duration of Use

Occupied all day

Frequency of Use

Daily

Equipment Requirements

Desk and chair
File cabinets (7), standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer
Two guest chairs

Storage Requirements

None

Spatial Adjacencies

Easily accessible to Meeting Room and Admin. Offices
Directly adjacent to Admin Specialists Area

Unique Environmental Considerations

Acoustical privacy from adjoining spaces
Visual access into Administrative Specialists Area

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Public Reception and Lobby

User Profile

Visiting Guests, two or three persons

Activities

Entry and exiting of building

Time of Use

Normal business hours and beyond, depending on scheduled events

Duration of Use

Brief, transitional

Frequency of Use

Daily

Equipment Requirements

Electronic door access and speaker to Administrative Specialist Area

Storage Requirements

None

Spatial Adjacencies

Directly adjacent to Admin. Specialist Area
Easily accessible to Large Meeting Room
Easily accessible to public restrooms
Controlled access to elevator and stairs
Controlled access to all secured areas

Unique Environmental Considerations

Visually supervised from Administrative Specialists Area

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Multi-Purpose Meeting Room

User Profile

Admin staff and troopers
Public guests

Activities

Staff training
Public informational meetings
Receptions
Varied multi-functional events

Time of Use

Normal business hours, evenings & weekends

Duration of Use

Varies

Frequency of Use

Often but sporadic

Equipment Requirements

Retracting projector screen
Overhead projector with wireless connection to laptop
Portable public address system
Tables and chairs for 75 persons
Portable podium
Countertop for serving trays and beverage dispensers

Storage Requirements

Closet for chairs and folding tables, P.A. system & podium
Cabinets for disposable paper supplies & serving equipment and utensils

Spatial Adjacencies

Easily accessible from Public Reception & Lobby
Easily accessible to public restrooms
Controlled access to elevator and stairs
Controlled access to all secured areas

Unique Environmental Considerations

Acoustically isolated from office areas
Floor material that is easily cleaned from food spills

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Public Restrooms, Men

User Profile

Guests and staff

Fixture count determined by 75 person occupant factor of Multi-Purpose Meeting Room

Activities

Normal restroom functions

Time of Use

Normal business hours, evenings & weekends

Duration of Use

Short

Frequency of Use

Often but sporadic

Equipment Requirements

Normal plumbing fixtures

Normal restroom accessories, including grab bars, paper dispensers, mirrors

Toilet stalls

Storage Requirements

None

Spatial Adjacencies

Easily accessible from Multi-Purpose Meeting Room

Easily accessible from Public Reception and Lobby

Unique Environmental Considerations

Acoustically isolated from office areas

Floor and wall materials that are durable and easily cleaned

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Public Restrooms, Women

User Profile

Guests and staff

Fixture count determined by 75 person occupant factor of Multi-Purpose Meeting Room

Activities

Normal restroom functions

Time of Use

Normal business hours, evenings & weekends

Duration of Use

Short

Frequency of Use

Often but sporadic

Equipment Requirements

Normal plumbing fixtures

Normal restroom accessories, including grab bars, paper dispensers, mirrors

Toilet stalls

Storage Requirements

None

Spatial Adjacencies

Easily accessible from Multi-Purpose Meeting Room

Easily accessible from Public Reception and Lobby

Unique Environmental Considerations

Acoustically isolated from office areas

Floor and wall materials that are durable and easily cleaned

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Custodial Closet

User Profile

Maintenance staff

Activities

Storage of cleaning equipment and supplies
Rinsing of mops and

Time of Use

Normal business hours, evenings & weekends

Duration of Use

Short

Frequency of Use

Daily

Equipment Requirements

Mop sink
Mop hangers

Storage Requirements

24 LF of shelving for restroom and cleaning supplies
20 SF open floor space for cleaning carts and floor maintenance equipment

Spatial Adjacencies

Easily accessible to Multi-Purpose Meeting Room
Easily accessible to Restrooms

Unique Environmental Considerations

Exhaust system

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Employee Break Room

User Profile

Staff

Activities

Preparation and distribution of coffee and snack food
Lunch break

Time of Use

Normal business hours, evenings & weekends

Duration of Use

Short

Frequency of Use

Daily

Equipment Requirements

Double sink
Refrigerator/freezer/icemaker
Water cooler
Microwave
Table and chairs for 4 persons
Snack and drink vending machines

Storage Requirements

8 LF of base cabinet with countertop
4 LF of wall cabinets

Spatial Adjacencies

Easily accessible to Multi-Purpose Meeting Room
Easily accessible to Staff Restrooms

Unique Environmental Considerations

Floor and wall materials that are durable and easily cleaned

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Internet, Telecom, Computer, & Security

User Profile

IT staff
Phone and security technicians

Activities

Maintenance of computer servers, internet routers & telephone equipment
Maintenance of building security systems

Time of Use

Normal business hours, evenings & weekends

Duration of Use

Varies

Frequency of Use

Infrequent

Equipment Requirements

Computer servers
Telephone demarcation board
Internet router & wiring hub
Security recording devices

Storage Requirements

9 LF of shelving for maintenance and tech manuals

Spatial Adjacencies

Easily accessible from non-occupied space (hallway)
Centrally located

Unique Environmental Considerations

Secured with limited access
Controlled climate with narrow temperature and humidity swing

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Admin Staff Restroom, Men

User Profile

Admin Staff

Fixture count determined by admin staff occupancy

Activities

Normal restroom functions

Time of Use

Normal business hours, evenings & weekends

Duration of Use

Short

Frequency of Use

Often but sporadic

Equipment Requirements

Normal plumbing fixtures

Normal restroom accessories, including grab bars, paper dispensers, mirrors

Toilet stalls if sized for more than one user

Storage Requirements

None

Spatial Adjacencies

Easily accessible to Admin Offices

Unique Environmental Considerations

Acoustically isolated from office areas

Floor and wall materials that are durable and easily cleaned

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Admin Staff Restroom, Women

User Profile

Admin Staff

Fixture count determined by admin staff occupancy

Activities

Normal restroom functions

Time of Use

Normal business hours, evenings & weekends

Duration of Use

Short

Frequency of Use

Often but sporadic

Equipment Requirements

Normal plumbing fixtures

Normal restroom accessories, including grab bars, paper dispensers, mirrors

Toilet stalls if sized for more than one user

Storage Requirements

None

Spatial Adjacencies

Easily accessible to Admin Offices

Unique Environmental Considerations

Acoustically isolated from office areas

Floor and wall materials that are durable and easily cleaned

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Workroom and Bulk Storage

User Profile

Staff

Activities

Holding and distribution center for typical office supplies
Sorting and packaging mail
Distribution of mail and inter-office correspondence
Shredding of documents

Time of Use

Normal business hours

Duration of Use

Short

Frequency of Use

Often but sporadic

Equipment Requirements

100 LF of adjustable shelving
8 LF of base cabinet and countertop
Mailbox cabinet for employees
Postage scale and meter
Shredder

Storage Requirements

Pens and pencils
Forms, paper pads, letterhead and envelopes
Ink cartridges
Copier supplies and paper
Batteries
Packing tape, staples, paper clips, etc.

Spatial Adjacencies

Easily accessible to Admin Offices

Unique Environmental Considerations

Holding area for bulk packages and waste materials

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Uniform Storage

User Profile

Limited access to assigned staff

Activities

Holding center for trooper supplies, uniforms, badges

Time of Use

Normal business hours

Duration of Use

Short

Frequency of Use

Often but sporadic

Equipment Requirements

50 LF of adjustable shelving

Storage Requirements

Uniforms and Hats

Badges

Belts and holsters

Spatial Adjacencies

Easily accessible to Office Bulk Storage

Unique Environmental Considerations

No exterior windows or doors

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Bulk Evidence Vault

User Profile

Limited access to assigned staff

Activities

Holding center for bulk evidence

Time of Use

Normal business hours

Duration of Use

Short

Frequency of Use

Often but sporadic

Equipment Requirements

100 LF of adjustable shelving

Storage Requirements

Guns

Money

Clothing

Illegal drugs

Spatial Adjacencies

Easily accessible from hallway.

Unique Environmental Considerations

Exhaust system to remove foul odors from bloody clothing or marijuana

No exterior windows or doors

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Public Resource Office

User Profile

Public Resource Officer

Activities

Preparation of literature, misc. materials, and planning for public events

Time of Use

Normal business hours, evenings and weekends

Duration of Use

Extended

Frequency of Use

Daily

Equipment Requirements

Desk and chair
File cabinet (1), standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer

Storage Requirements

None

Spatial Adjacencies

Immediately adjacent to PR Storage Area

Unique Environmental Considerations

None

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Public Resource Storage

User Profile

Public Resource Officer

Activities

Holding and processing center for public information materials and safety equipment

Time of Use

Normal business hours, evenings and weekends

Duration of Use

Short

Frequency of Use

Often but sporadic

Equipment Requirements

200 LF of adjustable shelving

Storage Requirements

Car seats and seat belts
Posters, pamphlets, literature, and misc. elec. media
Promotional materials

Spatial Adjacencies

Immediately adjacent to PR Office
Easily accessible from hallway

Unique Environmental Considerations

None

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Interview Room

User Profile

Arresting officer or staff
Suspect and or witnesses

Activities

Testing for blood alcohol content
Interviewing of suspect and/or witnesses

Time of Use

Normal business hours, evenings and weekends

Duration of Use

Short

Frequency of Use

Often but sporadic

Equipment Requirements

Intoxilizer
Trooper workstation with docking bay for laptop
Interview table with 2-3 chairs

Storage Requirements

None

Spatial Adjacencies

Easily accessible from hallway or exterior.

Unique Environmental Considerations

Need floor space for suspect to walk a straight line

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Motor Vehicle Exam Garage

User Profile

Public vehicle owners
KHP Inspectors

Activities

Inspection of vehicles

Time of Use

Normal business hours

Duration of Use

Short

Frequency of Use

Often but sporadic

Equipment Requirements

Vehicle lift
3-4 chairs for public waiting area

Storage Requirements

Highly flammable highway flares

Spatial Adjacencies

Easily accessible from hallway or exterior.

Unique Environmental Considerations

Space for two vehicles
Overhead clearance for semi tractor
Floor drains for snow/ice melt
Visually accessible from MVE Lt. Office and MVE Trooper

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Motor Vehicle Exam Lt. Office

User Profile

MVE Lt

Guests, up to 2 persons

Activities

Coordination, planning, & supervision of MVE

Preparation of reports & correspondence

Time of Use

Normal business hours

Duration of Use

Extended

Frequency of Use

Daily

Equipment Requirements

Desk and chair

File cabinet, standard 4-5 drawer vertical unit

Book shelving, 9-12 LF

Desktop computer or docking station for laptop

Two guest chairs

Storage Requirements

None

Spatial Adjacencies

Easily accessible to MVE Garage.

Easily accessible to VIN vault

Unique Environmental Considerations

Visual access to MVE Garage

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

MVE Trooper & Assistant

User Profile

Motor Vehicle Examination Trooper & Assistant
Guests, up to 2 persons

Activities

Interface with public
Preparation of reports & correspondence

Time of Use

Normal business hours

Duration of Use

Extended

Frequency of Use

Daily

Equipment Requirements

Desks and chairs for two persons
2 file cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
2 desktop computer docking stations for laptops
Two guest chairs

Storage Requirements

None

Spatial Adjacencies

Easily accessible to MVE Garage.
Easily accessible to VIN vault

Unique Environmental Considerations

Visual access to MVE Garage

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

VIN Vault

User Profile

Motor Vehicle Examination Trooper & Assistant
Administrative Specialist

Activities

Secured storage of vehicle titles and forms

Time of Use

Normal business hours

Duration of Use

Sporadic and brief

Frequency of Use

Daily

Equipment Requirements

2 fire-proof file cabinets, standard 4-5 drawer vertical unit
Open adjustable shelving, 9-12 LF

Storage Requirements

None

Spatial Adjacencies

Easily accessible to VIN Trooper & Assistant

Unique Environmental Considerations

Secured and alarmed door

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

MVE Uni-sex Restroom

User Profile

MVE Staff
Public

Activities

Normal restroom functions

Time of Use

Normal business hours

Duration of Use

Sporadic and brief

Frequency of Use

Daily

Equipment Requirements

Normal plumbing fixtures
Normal restroom accessories, including grab bars, paper dispensers, mirrors

Storage Requirements

None

Spatial Adjacencies

Easily accessible from VIN Garage
Controlled access to VIN office spaces

Unique Environmental Considerations

Acoustically isolated from office areas
Floor and wall materials that are durable and easily cleaned

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Bulk Exterior Storage

User Profile

MVE Staff
Troopers and/or contract towing personnel

Activities

Exterior temporary storage for abandoned vehicles

Time of Use

Anytime

Duration of Use

Sporadic and brief

Frequency of Use

Infrequent

Equipment Requirements

None

Storage Requirements

None

Spatial Adjacencies

Removed from building

Unique Environmental Considerations

Fenced for security and aesthetical purposes
Detached and separate from building

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Trooper Evidence

User Profile

Troopers

Activities

Temporary secured storage of evidence

Time of Use

Anytime

Duration of Use

Sporadic and brief

Frequency of Use

Daily

Equipment Requirements

30 individual lockers 42" H x 36" W x 18" D

Storage Requirements

None

Spatial Adjacencies

Easily accessible to Trooper's Workstations

Unique Environmental Considerations

Controlled access

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Trooper Storage & Supply

User Profile

Troopers

Activities

Storage of non-evidence files

Storage of hats and uniforms

Time of Use

Anytime

Duration of Use

Sporadic and brief

Frequency of Use

Daily

Equipment Requirements

4 file cabinets, standard 4-5 drawer vertical unit

Uniform clothing hanger rack, 12 LF

Flat shelving for hats & misc. uniform items, 42 LF

Storage Requirements

None

Spatial Adjacencies

Easily accessible to Trooper's Workstations

Unique Environmental Considerations

Controlled access

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Trooper Workstations

User Profile

Troopers

Activities

Preparation of reports and misc. paperwork

Time of Use

Anytime

Duration of Use

Part time depending on Trooper shift schedules

Frequency of Use

Daily

Equipment Requirements

Countertop for writing surface
Laptop docking station
Chair

Storage Requirements

Book shelving, 3-4 LF
Drawer for office supplies
File cabinet for active files

Spatial Adjacencies

Easily accessible to Field Lt. Supervisors
Easily accessible to Restrooms and Breakroom

Unique Environmental Considerations

Acceptable acoustics for general phone conversations
Semi-private cubicles (visually restricted when seated)

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Field Lt. Supervisor (3 spaces total)

User Profile

Field Lt. & guests

Activities

Planning, scheduling, misc. reports and correspondence
Individual meeting with troopers

Time of Use

Normal shift hours

Duration of Use

Daily

Frequency of Use

Daily

Equipment Requirements

Desk and chair
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer or docking station for laptop
Two guest chairs

Storage Requirements

None

Spatial Adjacencies

Easily accessible to Trooper's Workstations

Unique Environmental Considerations

Acoustical privacy

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Visiting Staff Supervisor

User Profile

Visiting staff & guests

Activities

Planning, scheduling, misc. reports and correspondence
Individual meeting with troopers

Time of Use

Normal shift hours

Duration of Use

Varies

Frequency of Use

Varies

Equipment Requirements

Desk and chair
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer or docking station for laptop
Two guest chairs

Storage Requirements

None

Spatial Adjacencies

Easily accessible to Trooper's Workstations

Unique Environmental Considerations

Acoustical privacy

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Motor Carrier Inspector Sgt. Office

User Profile

Motor Carrier Inspector

Activities

Planning, scheduling, misc. reports and correspondence

Time of Use

Normal shift hours

Duration of Use

Varies

Frequency of Use

Daily

Equipment Requirements

Desk and chair

File cabinet, standard 4-5 drawer vertical unit

Book shelving, 9-12 LF

Desktop computer or docking station for laptop

Two guest chairs

Storage Requirements

None

Spatial Adjacencies

Easily accessible to Trooper's Workstations

Unique Environmental Considerations

Acoustical privacy

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Armory

User Profile

Troopers

Activities

Weapon cleaning
Storage and access of ammunition

Time of Use

Normal shift hours

Duration of Use

Brief

Frequency of Use

Infrequent

Equipment Requirements

Workbench & rack for storage of small handtools
Cleaning agents and supplies
Eye-wash station
Adjustable shelving, 45 LF
Desktop computer or docking station for laptop

Storage Requirements

None

Spatial Adjacencies

Easily accessible to Trooper's Workstations

Unique Environmental Considerations

Exhaust system
Controlled access
Bullet-proof floor and ceiling, walls and door

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Back-up Dispatch

User Profile

Visiting dispatch staff

Activities

Radio dispatch of troopers state-wide

Time of Use

Anytime

Duration of Use

Extensive when used

Frequency of Use

Seldom but required for system redundancy

Equipment Requirements

2 desks & chairs
2 desktop computers
Radio dispatch console
ITS monitors
Traffic center
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Docking station for laptop

Storage Requirements

None

Spatial Adjacencies

Easily accessible to restrooms

Unique Environmental Considerations

Controlled access
Acoustically isolated

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Trooper Breakroom

User Profile

Troopers and Supervisors

Activities

Access to vending machines & coffee pot
Seating and table for eating

Time of Use

Anytime

Duration of Use

Brief

Frequency of Use

Daily

Equipment Requirements

1 food and 1 drink vending machines
Double sink
Refrigerator/freezer/icemaker
Water cooler
Microwave
Table and chairs for 4 persons

Storage Requirements

8 LF of base cabinet with countertop
4 LF of wall cabinets

Spatial Adjacencies

Easily accessible to Trooper's workstations and Supervisor's offices
Easily accessible to restrooms

Unique Environmental Considerations

Floor and wall materials that are durable and easily cleaned

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Trooper Restroom & Lockers, Men

User Profile

Male Troopers

Activities

Normal restroom functions

Change of clothing

Showering

Time of Use

Anytime

Duration of Use

Sporadic and brief

Frequency of Use

Daily

Equipment Requirements

Normal plumbing fixtures

Normal restroom accessories, including grab bars, paper dispensers, mirrors, hair dryer

Shower

15 clothing lockers 36" x 15" x 15"

Storage Requirements

None

Spatial Adjacencies

Easily accessible from Trooper Workstations and Break Room

Unique Environmental Considerations

Acoustically isolated from office areas

Floor and wall materials that are durable and easily cleaned

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Trooper Restroom & Lockers, Women

User Profile

Female Troopers

Activities

Normal restroom functions

Change of clothing

Showering

Time of Use

Anytime

Duration of Use

Sporadic and brief

Frequency of Use

Daily

Equipment Requirements

Normal plumbing fixtures

Normal restroom accessories, including grab bars, paper dispensers, mirrors, hair dryer

Shower

15 clothing lockers 36" x 15' x 15"

Storage Requirements

None

Spatial Adjacencies

Easily accessible from Trooper Workstations and Break Room

Unique Environmental Considerations

Acoustically isolated from office areas

Floor and wall materials that are durable and easily cleaned

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

General Storage

User Profile

Building custodial staff

Activities

Storage of seasonal or special use items

Time of Use

Anytime

Duration of Use

Brief

Frequency of Use

Infrequent

Equipment Requirements

30 lf of adjustable shelving

Storage Requirements

Open floor space

Spatial Adjacencies

Easily accessible to corridor or exterior, or both

Unique Environmental Considerations

Floor and wall materials that are durable and easily cleaned

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

File Storage

User Profile

Troopers and Supervisors

Activities

Access to file storage

Time of Use

Anytime

Duration of Use

Brief

Frequency of Use

Daily

Equipment Requirements

8 File cabinets, standard 4-5 drawer vertical unit

Storage Requirements

None

Spatial Adjacencies

Easily accessible to Trooper's workstations and Supervisor's offices

Unique Environmental Considerations

None

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Staff Physical Training & Maintenance

User Profile

Troopers and Staff

Activities

Weight training and cardio fitness training

Time of Use

Anytime

Duration of Use

Varies

Frequency of Use

Daily

Equipment Requirements

Treadmill

Stationary bicycle

Free weights and mats

Resistance weights

Storage Requirements

None

Spatial Adjacencies

Easily accessible to corridor

Unique Environmental Considerations

Floor and wall materials that are durable and easily cleaned

Exhaust system

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Building Utility

User Profile

Mechanical & electrical technicians
Custodial staff

Activities

Monitor and maintenance of HVAC and Electrical systems

Time of Use

Anytime

Duration of Use

Brief

Frequency of Use

Daily

Equipment Requirements

None

Storage Requirements

None

Spatial Adjacencies

Easily accessible to corridor or exterior, or both

Unique Environmental Considerations

Floor and wall materials that are durable

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Elevator cab and lobby

User Profile

Public and Staff

Activities

Vertical transportation

Time of Use

Anytime

Duration of Use

Brief

Frequency of Use

Frequent

Equipment Requirements

Normal elevator controls meeting ADA guidelines

Storage Requirements

None

Spatial Adjacencies

Centrally located to public and staff

Easily accessible to public entrance

Unique Environmental Considerations

Controlled access to secured staff areas

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Elevator equipment

User Profile

Elevator technicians

Activities

Monitor and maintenance of elevator controls and hydraulic pumps

Time of Use

Anytime

Duration of Use

Varies

Frequency of Use

Infrequent

Equipment Requirements

None

Storage Requirements

None

Spatial Adjacencies

Easily accessible to corridor

Adjacent to elevator shaft

Unique Environmental Considerations

Floor and wall materials that are durable

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

KBI Receptionist & Lobby

User Profile

Administrative specialist
Office staff accessing copier/scanner & FAX
Guests waiting for appointments, up to three persons

Activities

Reception and interface with visiting public
Clerical, filing, supply & ordering, and staff support
Production of reports and correspondence
Public guest waiting area

Time of Use

Normal business hours

Duration of Use

Occupied consistently during business hours

Frequency of Use

Daily

Equipment Requirements

Desk and chair
File cabinets, (3) standard 5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer and shared network printer
Copier/Scanner, FAX & Shredder
(3) Guest chairs

Storage Requirements

Paper, forms, office supplies for daily use

Spatial Adjacencies

Easily accessible to Special Agent in Charge, Regional Manager
Easily accessible from public entrance

Unique Environmental Considerations

Visual access to public entrance
Visual access from Regional Manager's office for security purposes
Controlled access from public entrance (controlled door lock)

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Workroom and Misc. Storage

User Profile

Administrative specialist
Office staff accessing copier/scanner, shredder, & FAX

Activities

Storage and retrieval of misc. office supplies
Use of shared office equipment
Assembly of reports and misc. documentation
Preparation of out-going mail and sorting of incoming mail

Time of Use

Normal business hours

Duration of Use

Occupied frequently during business hours

Frequency of Use

Daily

Equipment Requirements

Copier/scanner/network printer
FAX
Shredder
12 LF of countertop for document assembly and binding
Mailbox for staff

Storage Requirements

60 LF of storage shelving for misc. bulk paper, envelopes, paper pads, pencils, etc.

Spatial Adjacencies

Easily accessible to Receptionist
Reasonably accessible to agents

Unique Environmental Considerations

Visual access to public entrance

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

KBI Special Agent in Charge

User Profile

Regional Manager

Guests, up to two persons

Activities

Coordination, planning, & supervision of Regional KBI Office

Preparation of reports & correspondence

Time of Use

Normal business hours and beyond as required

Duration of Use

Varies with task and scheduling of agent in charge

Frequency of Use

Daily

Equipment Requirements

Desk and chair

File cabinet, standard 4-5 drawer vertical unit

Book shelving, 9-12 LF

Desktop computer or docking station for laptop

Two guest chairs

Storage Requirements

None

Spatial Adjacencies

Easily accessible to other agents

Reasonably accessible to receptionist and meeting room

Unique Environmental Considerations

Acoustical privacy from adjoining spaces

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

KBI Special Agent in Charge

User Profile

KBI Agent

Guests, up to two persons

Activities

Coordination, planning, & supervision of Regional KBI Office

Preparation of reports & correspondence

Time of Use

Normal business hours and beyond as required

Duration of Use

Varies with task and scheduling of agent in charge

Frequency of Use

Daily

Equipment Requirements

Desk and chair

File cabinet, standard 4-5 drawer vertical unit

Book shelving, 9-12 LF

Desktop computer or docking station for laptop

Two guest chairs

Storage Requirements

None

Spatial Adjacencies

Easily accessible to other agents

Reasonably accessible to receptionist and meeting room

Unique Environmental Considerations

Acoustical privacy from adjoining spaces

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

KBI Agents (plan for 10 filled positions and 2 vacant positions)

User Profile

KBI Agents

Activities

Coordination & planning of investigations, stake-outs
Research of evidence and testimony
Preparation of reports & correspondence

Time of Use

Normal business hours and beyond as required

Duration of Use

Varies with task and scheduling of agent

Frequency of Use

Daily

Equipment Requirements

Desk and chair
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer or docking station for laptop

Storage Requirements

None

Spatial Adjacencies

Easily accessible to other agents
Reasonably accessible to receptionist and meeting room

Unique Environmental Considerations

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

KBI Analyst

Activities

Analysis of evidence and testimony
Preparation of reports & correspondence

Time of Use

Normal business hours and beyond as required

Duration of Use

Varies with task and scheduling of analyst

Frequency of Use

Daily

Equipment Requirements

Desk and chair
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer or docking station for laptop

Storage Requirements

None

Spatial Adjacencies

Easily accessible to other agents
Reasonably accessible to receptionist and meeting room

Unique Environmental Considerations

None

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Assistant Attorney General

Activities

Legal council for investigations and operations
Preparation of reports & correspondence

Time of Use

Normal business hours and beyond as required

Duration of Use

Varies with task and scheduling of assistant Attorney General

Frequency of Use

Varies with task and scheduling of assistant Attorney General

Equipment Requirements

Desk and chair
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer or docking station for laptop

Storage Requirements

None

Spatial Adjacencies

Easily accessible to SAC and agents
Reasonably accessible to receptionist and meeting room

Unique Environmental Considerations

None

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

KBI Visiting Staff

Activities

Analysis of evidence and testimony
Preparation of reports & correspondence

Time of Use

Normal business hours and beyond as required

Duration of Use

Varies

Frequency of Use

Varies

Equipment Requirements

Desk and chair
File cabinet, standard 4-5 drawer vertical unit
Book shelving, 9-12 LF
Desktop computer or docking station for laptop

Storage Requirements

None

Spatial Adjacencies

Easily accessible to SAC and agents
Reasonably accessible to receptionist and meeting room

Unique Environmental Considerations

None

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Polygraph Suite

User Profile

Suspect, attorney, arresting officer, & polygrapher in interview room
Defense attorney, social worker, and prosecuting attorney in monitoring room

Activities

Questioning of suspect using polygraph equipment

Time of Use

Daytime business hours

Duration of Use

Varies

Frequency of Use

Weekly

Equipment Requirements

Polygraph machine

Storage Requirements

None

Spatial Adjacencies

Separate public entrance and limited access to interior spaces to protect identity of agents

Unique Environmental Considerations

Interview room acoustically and visually isolated from surrounding spaces

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Wire Tap Room

User Profile

Agents (2)

Activities

Monitoring of suspect's phone conversation during wire tap procedure

Time of Use

Anytime

Duration of Use

Varies

Frequency of Use

Varies

Equipment Requirements

Telephone monitoring & recording device

Headsets

Table and chairs (2)

Desktop computer or docking station for laptop

Storage Requirements

None

Spatial Adjacencies

Easily accessible to restrooms and breakroom

Reasonably accessible to agents

Unique Environmental Considerations

Acoustically isolated from surrounding spaces

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Open Case File Storage

User Profile

Agents and receptionist

Activities

Filing and retrieving active case files

Time of Use

Business hours

Duration of Use

Short

Frequency of Use

Daily

Equipment Requirements

10 file cabinets, standard 4-5 drawer vertical unit
Table or countertop surface for temporary placement of files

Storage Requirements

None

Spatial Adjacencies

Easily accessible to agents and receptionist

Unique Environmental Considerations

None

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Secured Evidence Storage

User Profile

Agents

Activities

Layout & packaging, storage, and retrieval of active case evidence

Time of Use

Business hours

Duration of Use

Short

Frequency of Use

Daily

Equipment Requirements

Table top and packaging paper/tape

File cabinet, standard 4-5 drawer vertical unit

Storage Requirements

15 lockable 24" x 15" x 72" metal ventilating lockers for agent's smaller evidence items

600 LF of open shelving for larger packaged evidence

50 SF of open floor space for bulky evidence items

Spatial Adjacencies

Electronic secured access with card reader that records daily log of access

Reasonably accessible to agents

Easily accessible to staff entrance

Unique Environmental Considerations

Drying area required to allow wet clothing to dry

Exhausting system required for marijuana and wet clothing

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Secured Equipment Storage

User Profile

Agents

Activities

Storage and retrieval of portable lab, surveillance, and special operations equipment

Time of Use

Anytime

Duration of Use

Varies

Frequency of Use

Infrequent

Equipment Requirements

60 LF of open shelving

20 SF of open floor space

Storage Requirements

None

Spatial Adjacencies

Reasonably accessible to agents

Electronic secured access with card reader that records daily log of access

Unique Environmental Considerations

Floor and wall materials that are durable

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Staff Meeting Room

User Profile

Administrative staff and agents
Visiting staff and/or guests

Activities

Group meetings, up to 15 persons
Video conferencing

Time of Use

Normal business hours and beyond as required

Duration of Use

Varies from several minutes to several hours

Frequency of Use

Daily

Equipment Requirements

Conference table and chairs for 10, side chairs for another 5
Retractable projection screen
Overhead projector with wireless connection to laptop
Bar sink
Under counter refrigerator

Storage Requirements

6 LF of base storage cabinets and countertop
3LF of wall storage cabinets

Spatial Adjacencies

Easily accessible to all Administrative Offices
Controlled access from public entrance

Unique Environmental Considerations

Acoustical privacy from adjoining spaces

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Task Force Assembly (Building Multi-purpose Meeting Room)

User Profile

Agents and area law enforcement officers, up to 20 persons

Activities

Assembly, briefing, and preparation for special operations

Time of Use

Anytime

Duration of Use

Varies

Frequency of Use

Infrequent

Equipment Requirements

None

Storage Requirements

None

Spatial Adjacencies

Easily accessible to staff entrance

Reasonably accessible to agent offices

Unique Environmental Considerations

None

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Video Conferencing (Building Multi-purpose Meeting Room)

User Profile

Agents and staff

Activities

Video conferencing between agents and KBI staff at other locations

Time of Use

Business hours

Duration of Use

Varies

Frequency of Use

Weekly

Equipment Requirements

Monitors, projectors, and speakers
Interactive cameras and microphones
Tables and chairs for up to 15 persons

Storage Requirements

Storage for tables and chairs

Spatial Adjacencies

Reasonably accessible to all staff

Unique Environmental Considerations

Acoustically separated from adjoining spaces
Ability to adjust ambient lighting levels

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Space Description

Vehicle Storage (exterior space)

User Profile

Agents

Activities

Vehicle storage

Time of Use

Anytime

Duration of Use

Varies

Frequency of Use

Infrequent

Equipment Requirements

None

Storage Requirements

Large Truck

Armored Truck

2 undercover automobiles

Spatial Adjacencies

None

Unique Environmental Considerations

Outdoor space, possibly covered but not enclosed

Screened from public view to preserve identity of undercover vehicles

Architectural Program Worksheet

Proposed Wichita Area KHP and KBI Regional Offices

January 2012

Appendix B— Project Cost Worksheets

Proposed Building for KHP and KBI March 2012				
General Site Development				Base
Description	Quantity	Unit	Unit Price	Total
Site Drainage, Mass Grading, & Roadways				
Mobilization	1	ls	\$15,000.00	\$15,000
Clearing and Grubbing	1	ls	\$35,000.00	\$35,000
Embankment for KHP Site	41,533	cy	\$2.00	\$83,066
Excavation for KHP Site	207	cy	\$6.00	\$1,242
Embankment for all Roadways	23,137	cy	\$2.00	\$46,274
Excavation for all Roadways	1,653	cy	\$6.00	\$9,918
Embankment for Retention Pond	5,324	cy	\$2.00	\$10,648
Excavation for Retention Pond	72,335	cy	\$6.00	\$434,010
Embankment for Future KDOT Site	4,256	cy	\$2.00	\$8,512
Excavation for Future KDOT Site	9	cy	\$6.00	\$54
Embankment for Future KDOT Roadway	7,035	cy	\$2.00	\$14,070
Excavation for Future KDOT Roadway	6	cy	\$6.00	\$36
8.5" asphalt pavement KHP Roadway	1,900	sy	\$30.00	\$57,000
6" crushed rock base KHP Roadway	2,140	sy	\$8.00	\$17,120
8.5' x 4' x 52' RCB w/wingwalls	1	ea	\$20,000.00	\$20,000
8' x 3' x 81' RCB w/wingwalls	1	ea	\$20,000.00	\$20,000
Retention pond spillway	1	ea	\$10,000.00	\$10,000
Erosion control	1	ls	\$50,000.00	\$50,000
Seeding/surface restoration	19	ac	\$2,500.00	\$47,500
Bonds and Insurance	1	ls	\$13,191.75	\$13,192
			Total	\$892,642
Not included above:				
8.5" asphalt pavement Frontage Road	4,700	sy	\$30.00	\$141,000
6" crushed rock base Frontage Road	5,310	sy	\$8.00	\$42,480

Proposed Building for KHP and KBI March 2012

Site Demo & Dirtwork				<u>Base</u>
<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
<u>Dirtwork:</u>				
Strip black dirt	0	cy	\$6.50	\$0
Strip black dirt / Put back/fine grade	900	cy	\$6.50	\$5,850
Dig basement and haul off	4242	cy	\$7.50	\$31,815
Backfill basement wall	1,000	cy	\$15.00	\$15,000
20" stone fill under building	1,250	ton	\$19.00	\$23,750
Stone backfill at basement wall	430	ton	\$20.00	\$8,600
Compact and grade for sidewalks	4,500	sf	\$0.20	\$900
Mass excavation		cy	\$5.00	\$0
Mass fill		cy	\$10.00	\$0
			Total	\$85,915

Proposed Building for KHP and KBI March 2012

Site Concrete				<u>Base</u>
<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Price/Unit</u>	<u>Total</u>
2' curb and gutter	1650	lf	\$23.00	\$37,950
Turndown edge at sidewalk	740	lf	\$7.50	\$5,550
4" Sidewalk	4506	sf	\$4.50	\$20,277
HC Ramp	5	ea	\$650.00	\$3,250
HC post and footing, sign	9	ea	\$200.00	\$1,800
8" sog at dumpster	700	sf	\$6.00	\$4,200
Transformer pad	1	ea	\$1,000.00	\$1,000
Generator Pad	1	ea	\$2,000.00	\$2,000
AC pads	10	ea	\$250.00	\$2,500
			Total	\$78,527

Proposed Building for KHP and KBI March 2012

Building Concrete				Base
Description	Quantity	Unit	Unit Price	Total Price
Concrete:				
Elevator Pit sog, walls	100	sf	\$60.00	\$6,000
Basement walls, footings	5520	sf	\$13.00	\$71,760
16" x 48" trench footing	542	lf	\$65.00	\$35,230
4" SOG at building and basement	14,400	sf	\$4.55	\$65,520
6" SOG at garage	1,400	sf	\$4.75	\$6,650
4" Slab on deck	5520	sf	\$3.60	\$19,872
Pan stairs	405	sf	\$12.00	\$4,860
6" elevated slab above elevator	104	sf	\$23.00	\$2,392
Mechanical pads	1	ls	\$2,500.00	\$2,500
Trench drain	20	lf	\$300.00	\$6,000
Pipe bollards	20	ea	\$250.00	\$5,000
			Total	\$225,784

Proposed Building for KHP and KBI March 2012					
<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>	<u>Sub Totals</u>
General Conditions:					\$123,890
Jobsite Trailor	12	mth	\$500.00	\$6,000	
Temporary Toilet	12	mth	\$350.00	\$4,200	
Temp Power	12	mth	\$350.00	\$4,200	
Temp Heat	1	lsum	\$15,000.00	\$15,000	
Temp Water	3	mth	\$1,000.00	\$3,000	
Material Testing	1	lsum	\$20,000.00	\$20,000	
Surveying	1	lsum	\$10,000.00	\$10,000	
Trash Disposal	12	mth	\$600.00	\$7,200	
Jobsite Sign	1	ea	\$650.00	\$650	
Jobsite Clean-up	19,920	sf	\$0.75	\$14,940	
Temp gravel surfacing	1	lsum	\$3,500.00	\$3,500	
Temp. Chain link fence	1,200	lf	\$8.50	\$10,200	
Builders Risk Insurance	20,000	sf	\$1.250	\$25,000	
Building Dirtwork & Misc. Site Amenities					
Dirt work	1	lsum	\$85,915.00	\$85,915	\$124,215
Utilities	1	lsum	\$0.00	\$0	
Carport	1	ea	\$15,000.00	\$15,000	
Dumpster cedar fence	1	ea	\$3,500.00	\$3,500	
Fenced Yard	240	lf	\$20.00	\$4,800	
Parking Lot Striping	1	lsum	\$5,000.00	\$5,000	
Erosion Control	1	lsum	\$10,000.00	\$10,000	
Seeding:					
Seed	20,000	sf	\$0.35	\$7,000	\$7,000
Landscape:	1	lsum	\$15,000.00	\$15,000	\$15,000
Termite Control:	14,400	sf	\$0.35	\$5,040	\$5,040
Asphalt Parking and Drives with stone base:	45,000	sf	\$3.25	\$146,250	\$146,250
Basement waterproofing, drain tile	3,848	sf	\$5.00	\$19,240	\$19,240
Site and Building Concrete:					\$304,311
Site Concrete	1	ls	\$78,527.00	\$78,527	
Building Concrete	1	ls	\$225,784.00	\$225,784	
Brick and Masonry:					\$118,480
Exterior Brick	7,232	sf	\$15.00	\$108,480	
8" CMU	1,000	cmu	\$10.00	\$10,000	
Structural Steel:					
SS, Joist, and Deck at basement. Stairs	5,520	sf	\$12.50	\$69,000	\$69,000
Stucco:					
Stucco	1,188	sf	\$13.00	\$15,444	\$15,444

Kansas Highway Patrol Building					
<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>	<u>Sub Totals</u>
Metal Stud, Drywall, Misc Insulation:					\$192,329
6 ms 12', gw 1 side, osb ext - exterior	598	lf	\$65.00	\$38,870	
Fur out, gw one side, insulation - basement	354	lf	\$32.00	\$11,328	
3-5/8 ms 10', gw both sides - basement interior	460	lf	\$40.00	\$18,400	
3-5/8 stud 12', gw both sides, R-11 - interior	1,030	lf	\$54.00	\$55,620	
6 stud 18', gw 1 side, osb ext	248	lf	\$106.50	\$26,412	
6 stud 18', gw both sides	180	lf	\$108.50	\$19,530	
3-5/8 stud 8', gw both sides - draft stop	420	sf	\$4.00	\$1,680	
1-1/2" Insulation at basement wall	2,928	sf	\$0.85	\$2,489	
5/8" drywall on ceiling	14,400	sf	\$1.25	\$18,000	
Wood Truss, Wood Framing:					\$103,916
Wood Trusses	17,532	sf	\$2.75	\$48,213	
Over build roof	360	sf	\$5.00	\$1,800	
Overhang at doors - framing, metal roof	4	ea	\$750.00	\$3,000	
Frame soffit	810	lf	\$7.50	\$6,075	
2' interior soffit framing	150	lf	\$7.50	\$1,125	
Wood mezzanine over restrooms	642	sf	\$5.00	\$3,210	
Wood stairs	1	ea	\$2,500.00	\$2,500	
Misc. blocking	2,500	lf	\$4.00	\$10,000	
5/8" pw roof sheathing, felt paper, ice barrier	18,060	sf	\$1.55	\$27,993	
Standing Seam Roof, Gutter, Soffit, DS:					\$97,815
Standing Seam roof	18,060	sf	\$4.25	\$76,755	
Gutter and downspout	810	lf	\$11.00	\$8,910	
Metal Soffit and fascia	810	lf	\$15.00	\$12,150	
ICynene Sprayed Insulation: (open cell)					\$53,914
Wall insulation at 6" metal stud	8,420	sf	\$1.70	\$14,314	
Ceiling insulation - R-38	14,400	sf	\$2.75	\$39,600	
Caulking, Fire Caulking:					\$16,932
Doors:					\$70,150
Al. 3x7 Door, frame, and hardware	8	ea	\$2,500.00	\$20,000	
Al. 6x7 Door, frame, and hardware	1	ea	\$4,000.00	\$4,000	
SC Door, Wd frame and hardware	64	ea	\$550.00	\$35,200	
Double doors, frame and hardware	1	ea	\$750.00	\$750	
Carder readers	6	ea	\$1,200.00	\$7,200	
Borrow lite complete (small)	10	ea	\$250.00	\$2,500	
Access Doors	1	ls	\$500.00	\$500	
Overhead Doors:					\$10,000
Overhead door	4	ea	\$2,500.00	\$10,000	
Wood Clad Windows with blinds:					\$25,500
5' x 4'	6	ea	\$750.00	\$4,500	
3' x 3'	35	ea	\$600.00	\$21,000	

Kansas Highway Patrol Building					
<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>	<u>Sub Totals</u>
Acoustical Ceiling:					\$48,131
Acoustical Ceiling	17,502	sf	\$2.75	\$48,131	
Floor Covering:					\$90,066
Carpet	13,945	sf	\$3.50	\$48,808	
VCT	2,095	sf	\$3.00	\$6,285	
CT	1,462	sf	\$6.50	\$9,503	
Ceramic on walls	2,160	sf	\$7.00	\$15,120	
vinyl base	4,600	lf	\$2.25	\$10,350	
Painting:					\$39,844
Paint drywall	62,240	sf	\$0.60	\$37,344	
Misc. paint	1	ls	\$2,500.00	\$2,500	
Casework, Countertops, Shelving:					\$39,420
Plam base cabinets, SS Tops	50	lf	\$300.00	\$15,000	
Plam upper cabinets	50	lf	\$120.00	\$6,000	
Closet shelving with rod	28	lf	\$15.00	\$420	
Shelving at storage rooms	520	lf	\$7.50	\$3,900	
SS vanity with bowl	5	ea	\$1,300.00	\$6,500	
Window sills	41	ea	\$100.00	\$4,100	
Window casing	580	lf	\$5.00	\$2,900	
Hand rail	40	lf	\$15.00	\$600	
TP, TA, Signage, and Lockers:					\$50,035
Toilet partitions - plastic	13	ea	\$1,250.00	\$16,250	
Grab bars	10	ea	\$125.00	\$1,250	
Towel bar	4	ea	\$85.00	\$340	
30"x46" mirror	5	ea	\$250.00	\$1,250	
TPH	13	ea	\$65.00	\$845	
Curtain Rod	4	ea	\$100.00	\$400	
Mop sink	2	ea	\$200.00	\$400	
Shower bench	2	ea	\$550.00	\$1,100	
FEC, FE	4	ea	\$300.00	\$1,200	
Lockers	20	ea	\$350.00	\$7,000	
Signage	1	ls	\$5,000.00	\$5,000	
Exterior Signage	1	ls	\$15,000.00	\$15,000	

Kansas Highway Patrol Building					
<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>	<u>Sub Totals</u>
Plumbing:	19,920	sf	\$8.00	\$159,360	\$159,360
HVAC:	19,920	sf	\$12.00	\$239,040	\$239,040
Electrical, Fire alarm:	19,920	sf	\$14.00	\$278,880	\$278,880
Fire sprinkler:	19,920	sf	\$2.75	\$54,780	\$54,780
			Sub Total	\$2,517,981	\$2,517,981
Superintendent:	52	wks	\$1,600.00	\$83,200	\$83,200
Contingency:	10.00%	total	\$2,601,181	\$260,118	\$260,118
Bond:	1.50%	total	\$2,861,299	\$42,919	\$42,919
	Total Contract Amount			\$2,904,218	\$2,904,218
less contingency	included in Summary Sheet			\$260,118	
less Building Dirtwork & Misc. Site Amenities	included in Summary Sheet			\$124,215	
less seeding	included in Summary Sheet			\$7,000	
less landscaping	included in Summary Sheet			\$15,000	
less parking lot	included in Summary Sheet			\$146,250	
				\$552,583	\$552,583
					\$2,351,635

Appendix C— Westar Electrical Service Sketch & Estimate



Dave Emig

From: <Reed.Holbrook@westarenergy.com>
Date: Thursday, April 05, 2012 11:00 AM
To: <emigarch@sbcglobal.net>
Attach: img-405110155-0001.pdf
Subject: Re: Kansas Highway Patrol

Dave - Please take a look at the attached prelim. routing of OH (overhead) distribution to the F Troop site. The cost to complete this OH work is estimated to be \$70,000. Note the Customer UG trenching portion that is going to the transformer. Please advise once a decision has been made. At that point a "for construction" design will be forwarded along with a firm cost.

F Troop - Prelim OH Design

(See attached file: img-405110155-0001.pdf)

If you have any questions, please call or e-mail.

thanks,
reh

Reed Holbrook
03/30/2012 12:19 PM

To: "Dave Emig" <emigarch@sbcglobal.net>
 cc:
 Subject: Re: Kansas Highway Patrol (Document link: Reed Holbrook)

Good afternoon Dave - The cost to provide (underground) UG distribution to site mark on provided site plan is estimated to be \$95,000. Ben Kernan from KDOT has requested Westar provide an (overhead) OH cost for this project as well. After I receive electrical loads for this project, they can be applied to the initial cost as a credit. If you have any questions, please call or e-mail.

thanks,
reh
250-8144 - cell